

ORDER CHECKLIST

(Check one) ☐ **Pre-pay** ☐ **Ready to pay** ☐ **Wait for invoice**

- ____ 1. Any "PO" over \$500 must have completed bid sheet.
- ____ 2. Verify "Remit to" address with Vendor when obtaining pricing.
- ____ 3. Freight included in unit cost? ☐ Yes ☐ No
Line added? ☐ Yes ☐ No
Contact Person _____ Phone _____
- ____ 4. PO's for food purchases under \$500 must have:
a. Division director approval
b. Agenda
c. List of attendees

PO's for food purchases over \$500 must have:
a. Agency director approval
b. Agenda
c. List of attendees
- ____ 5. Get approval for payment of membership fees
a. Full payment reimbs. require written approval from agency director
b. Partial payment reimbs. require written approval from division director
- ____ 6. Retirement parties, functions
a. Total cost cannot exceed \$2 per person
b. Requires prior written approval from division director
c. List of attendees
- ____ 7. Obtain level one approval
- ____ 8. Send to purchasing to be processed

FILE FOLDERS

PO'S=Red

PG'S=Blue

RX'S=Green

Special instructions: (i.e..send for with check, etc.) _____
